



**BUSINESS LICENSE APPLICATION  
FEE SCHEDULE**

**EFFECTIVE JANUARY 1, 2007**

**MINIMUM LICENSE FEE IS \$90.00  
COVERS 1,920 HOURS WORKED IN REDMOND IN A CALENDAR YEAR**

**YOU MAY USE STANDARD METHOD OR ALTERNATIVE FTE METHOD**

*Employee Definition: Any person who performs work, labor, or services for a business and is on the business payroll. The term "employee" also includes all full-time, part-time, and temporary employees or workers on the business payroll and self-employed persons, sole proprietors, owners, managers, partners, any officers, agents, or personal representatives acting in a fiduciary capacity.*

**STANDARD METHOD**

1. **TOTAL NUMBER OF EMPLOYEE HOURS WORKED IN REDMOND** \_\_\_\_\_
2. **TOTAL DUE: \$.046875 x total number of employee hours (Line 1 above)** \_\_\_\_\_

**ALTERNATIVE FTE METHOD (Once the FTE Methodology has been selected, it must be used for future renewals)**

3. **TOTAL NUMBER OF EMPLOYEES AND FTE EQUIVALENCIES** \_\_\_\_\_
4. **TOTAL DUE: \$90.00 x total number of employees and FTE equivalencies (Line 3 above)** \_\_\_\_\_

**INSTRUCTIONS**

1. **Determining the total number of hours employees worked within the city:** Annual employee hours may be calculated based on the sum of employee hours on the four quarterly reports submitted to the Washington State Department of Labor and Industries for the previous year. **The work figure used by L&I is 1,920 hours per year for a full-time employee.** In addition to the annual employees hours reported on the L&I report, you must include employee hours for sole proprietors, owners, managers, partners and any officers, agents or personal representatives acting in a fiduciary capacity. It will be the responsibility of the employer to determine the number of hours worked within the city. Enter the number of employee hours worked on Line 1.
2. Multiply the total number of employee hours worked in Redmond by \$.046875 (Sum of Base Fee Multiplier of \$.018229 and Surcharge Multiplier of \$.028646) to determine the total amount due. The minimum fee for any license is \$90.00, which covers 1,920 hours worked in Redmond. If the amount calculated is less than \$90.00 enter \$90.00 on Line 2 and MIN. LIC. in Box on Line 1. If the amount calculated is greater than \$90.00 enter that amount on Line 2 and the number of hours in Box on Line 1.  
  
Employers without a full year history would need to estimate the number of employee hours that will be worked in the current calendar year.
3. **Alternative FTE Method –** The business license fee may be calculated by multiplying the number of employees by \$90.00 (Sum of Base Fee of \$35.00 and Surcharge of \$55.00). The number of employees shall be based on the sum of the employees in the four quarterly reports submitted to Washington State's Dept. of Labor and Industries for the previous year divided by four. In addition to the employees reported on the L&I report, you must include sole proprietors, owners, managers, partners and any officers, agents or personal representatives acting in a fiduciary capacity in the employee calculation. For businesses with employees who work less than 1,920 hours the total number of hours worked by all such employees during the four quarters of the previous year shall be added together and divided by 1,920 to determine the FTE equivalency. Businesses that did not file quarterly reports with Washington State Dept. of Labor and Industries shall determine the number of employees. Enter total number of employees and FTE equivalency on Line 3. Multiply the number of employees and FTE equivalency on Line 3 by \$90.00 to determine the total amount due. Enter this amount on Line 4.  
  
Employers without a full calendar year history would need to estimate the number of employees that will work in the city for the current calendar year. PLEASE NOTE ONCE THE FTE METHODOLOGY HAS BEEN SELECTED, IT MUST BE USED FOR FUTURE RENEWALS.
4. For outside contractors or consultants coming into Redmond city limits to do work, the fee will depend on whether your total employee hours worked in Redmond are less or more than 1,920 hours. If the total employee hours are more than 1,920 hours per year, the fee is calculated as in No. 3 above for employees who come into the City of Redmond to work. If the total number of employee hours worked in Redmond is less than 1,920 hours per year, the fee is \$90.00 (minimum license fee); enter MIN. LIC. In Box on Line 1 and \$90.00 in Box on Line 2.
5. For outside businesses that need to have a business license to do business inside Redmond but have no employees actually coming into the city limits, the business license fee will be \$90.00. Note No Employees on Line 1 and enter \$90.00 (minimum license fee) on Line 2.